Training Opportunities

On-Going State Resource

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
On-going Self- Paced	State Library - LearningExpress Library	$0*	State Library of Kansas (SLK) - **Sarah Tenfelde-Dubois** at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	LearningExpress Library is a system of online tutorials, ebooks, and other materials funded and made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE, and more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL and register for your personal account and use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-paced	State Library - Universal Class	$0*	State Library of Kansas (SLK) - **Sarah Tenfelde-Dubois** at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	Universal Class is a system of online courses in over 500 topics, funded and made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments, and Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit http://kslib.info/uclass and register for a personal account to join or audit a course. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice and Discounts, Personal Money Management Advice, Work-Life Solutions, Monthly Webinars and More!	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	Compsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial and legal advice when you need it, help you discover your best financial options, assist in finding elder and child care, and even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos and e-books over popular work-life topics available at no cost. Call 1.888.275.1205 Option 1 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial and more.

On-going Self- Paced	General IT Security Awareness Training (ID#: 1070513) HIPAA: An Overview (ID#: 1041019) KS New Employee Orientation (NEO) (ID#: 1051574)	$0*	Kansas Department of Health & Environment (KDHE) - Visit **KANSAS TRAIN** at **http://ks.train.org**, register/login, and look up by Course ID#	Online	All Employees	IT Security Awareness This online training presents information necessary for IT system managers, administrators, and users to demonstrate awareness of system security requirements and discuss user's responsibility to protect IT systems and data. HIPPA: An Overview This online training describes the Health Insurance Portability and Accountability Act of 1996, discussing the Privacy Rule and its purpose. It will train the user on determining when private information can or cannot be disclosed, and explain how HIPAA and the Privacy Rule affect public health practice and research. New Employee Orientation Provides necessary vital information to newly hired employees regarding benefits, policies, procedures and expectations.
On-going Schedule by Appointment	Inappropriate Behavior and the Inclusive Workplace	$0*	Kansas Human Rights Commission (KHRC) - **Ruth Glover** at: Ruth.Glover@ks.gov	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment, and behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior and inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Shared Drive Clean Up	$0*	Kansas Historical Society (KSHS) - **Ryan Leimkuehler** at: rleimkuehler@kshs.org or **Megan Rohleder** at: mrohleder@kshs.org	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements, and programs/software that will identify duplicate records and will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.
On-going Schedule by Appointment	Records Management 101	$0*	Kansas Historical Society (KSHS) - **Ryan Leimkuehler** at: rleimkuehler@kshs.org or **Megan Rohleder** at: mrohleder@kshs.org	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper and electronic records, the State Records Board, and Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising and constructing retention schedules and helpful advice on how to start revisions of their agency's schedule.
On-going Self-paced	Successfully Dealing with Challenging Customers (ID #: 1069122)	$0*	Kansas Department of Health & Environment (KDHE) - Visit **KANSAS TRAIN** at **http://ks.train.org**, register/login, and look up by Course ID#	Online	All Employees	This online course identifies reasons customers may appear unreasonable and what gets in the way of working with challenging customers and describes the importance and best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers and best serve those customers effectively.

Date/Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
On-going Self-Paced	*Featured* FMLA Supervisory Training	$0*	KS Department of Administration (KDoA) - **Kim Warren** at: Kim.Warren@ks.gov http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand and apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law and practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law. The FMLA Supervisory Training is accessible on the Dept of Administration's website: **http://da.ks.gov/ps/training/fmla/**
On-going Self-Paced	*Featured* FMLA Training for Employees	$0*	KS Department of Administration (KDoA) - **Kim Warren** at: Kim.Warren@ks.gov http://da.ks.gov/ps/training/employeefmla5/	Online	All Employees	In this online course, participants will be given the information necessary to better understand and apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law and how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA, and what their responsibilities would be while on FMLA. The FMLA Employee Training is accessible on the Dept of Administration's website: **http://da.ks.gov/ps/training/employeefmla5/**

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

June 2017 Course Information

Date/Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
6/7/2017 - 8:30 AM to 3:30 PM	Word 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.
6/8/2017 - 8:30 AM to 4:00 PM	Tools for Crucial Conversations	$0*	KS Department for Children & Families (DCF) - **Bill Griffiths** at: William.Griffiths@ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
6/8/2017 - 8:30 AM to 12:00 PM	Learning to Lead	$0*	KS Department of Admin (KDoA) - **Jolene Flowers** at: Jolene.Flowers@ks.gov	Landon State Office Building Room 560, Topeka	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow and equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future, and discovering the personal values that influence your attitudes and behavior.

Date	Course	Cost	Sponsor/Contact	Location	Audience	Description
6/8/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.
6/12/2017 - 10:30 AM to 11:30 AM	Are You Saving Enough?	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	Coffeyville Public Library, 311 W 10th St	All Employees	Your contribution rate can have the biggest impact on your retirement income. Are you saving enough? In this course, a retirement counselor will discuss how to know how much you need to save, how to come up with the money to save and how to get started saving or increase your savings.
6/12/2017 - 11:00 AM to 12:00 PM	Are You Saving Enough?	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	Topeka: KPERS Boardroom, 611 S Kansas Ave Lawrence: Lawrence Public Library Meeting Room B, 707 Vermont St KC: KCK Main Public Library, 625 Minnesota Ave Wichita: Central Wichita Public Library Patio Room, 223 S Main St	All Employees	Your contribution rate can have the biggest impact on your retirement income. Are you saving enough? In this course, a retirement counselor will discuss how to know how much you need to save, how to come up with the money to save and how to get started saving or increase your savings.

6/12/2017 - 6:00 PM to 7:00 PM	Benefits of Enrolling in the KPERS 457	$0*	KS Public Employees Retirement System (KPERS) 457 - **Click here to register:** <u>Benefits Of Enrolling In KPERS 457</u> complete the online form, and click Register Now	Online **(Max. capacity is 50, to ensure availability please register)**	All Employees	In this course, a retirement counselor will discuss how KPERS 457 works, the benefits of participation and how you can get started.
6/12/2017 - 7:00 PM to 8:00 PM	The KPERS 457 Roth Option	$0*	KS Public Employees Retirement System (KPERS) 457 - **Click here to register**: <u>Roth 457 Option: Is It Right For You?</u> complete the online form, and click Register Now	Online **(Max. capacity is 50, to ensure availability please register)**	All Employees	This new enhancement to the KPERS 457 Plan now allows additional after-tax contributions. In this course, a retirement counselor will discuss what a Roth 457 is, what rules apply with the Roth 457 and how to get started with the Roth 457 in 2017.
6/13/2017 - 8:30 AM to 3:00 PM	Business Writing (Course Code: RVHR1303)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: <u>George.Waters@ks.gov</u>	Zibell Building, Honeybee Room	All Employees	Whether your customers are external or internal to the organization, building customer relations starts with effective customer correspondence. If your customer correspondence entails giving instructions, handling complaints or refusing requests, this workshop is for you! In this workshop, participants learn strategies for producing effective customer letters by focusing on reader analysis, content development, organization, and readability. This course looks at writing from a value-added approach.

6/13/2017 - 11:00 AM to 12:00 PM	Are You Saving Enough?	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	Manhattan: Manhattan Public Library Groesbeck Meeting Room - 2nd Floor, 629 Poyntz Ave Shawnee: Shawnee Public Library, 13811 Johnson Dr Wichita: Central Wichita Public Library Patio Room, 223 S Main St Burlington: Kelly Hall Building, 615 S 3rd St	All Employees	Your contribution rate can have the biggest impact on your retirement income. Are you saving enough? In this course, a retirement counselor will discuss how to know how much you need to save, how to come up with the money to save and how to get started saving or increase your savings.
6/13/2017 - 11:00 AM to 12:00 PM	Nearing Retirement	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	Bank Building - Conference Room (attendees will need to go through the parking garage doors and take the elevator to the 5th floor), 122 W Marlin	All Employees within 3 years of retirement	You're ready..but are your finances? In this course, a retirement specialist will discuss steps to consider with your KPERS 457 before retirement, income replacement and income needs at retirement and options for continuing benefits from KPERS 457 after retirement.
6/13/2017 - 12:00 PM to 3:00 PM	Gung Ho	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	District 4 Headquarters , Chanute, KS	All Employees	This training module is designed to help learners focus on understanding the importance of inspiring others in the way they lead. This training should enable employees to have a clear understanding as to how they positively or negatively influence work environments and challenge themselves to seek out new ways of improving service delivery and quality service. Getting employees to care about their work is not always an easy task. Gung Ho provides three importance principles for motivating employees and increasing overall productivity.

6/13/2017 - 6:00 PM to 7:30 PM	Managing Your Retirement Income	$0*	KS Public Employees Retirement System (KPERS) 457 - **Click here to register**: Managing Your Retirement Income complete the online form, and click Register Now	Online **(Max. capacity is 50, to ensure availability please register)**	All Employees within 3 years of retirement	How you spend money in retirement is as important as how you save it. This workshop can help you create a well-planned, worry-free spend-down strategy with tools and resources to achieve your vision of retirement success.
6/14/2017 - 8:00 AM to 11:00 AM	Personal & Work Related Motivation	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	District 4 Headquarters , Chanute, KS	All Employees	This course introduces leaders to the tools and techniques used to help employees perform their best! Leaders will learn what driving factors motivate their employees and what factors do not. High attitudes and motivators lead employees to perform at top levels.
6/14/2017 - 8:30 AM to 11:30 AM	Project Management (Course Code: RVHR3505)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, Honeybee Room	All Employees	If you have ever painted a room in your house or coordinated the holiday luncheon for your team, you already have experience in project management. This course will look at a structured approach to Project Management that will give you tips to improve your management skills as well as new ideas and approaches to team building.
6/14/2017 - 9:30 AM to 10:30 AM	Are You Saving Enough?	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	Emporia Public Library, 110 E 6th Ave	All Employees	Your contribution rate can have the biggest impact on your retirement income. Are you saving enough? In this course, a retirement counselor will discuss how to know how much you need to save, how to come up with the money to save and how to get started saving or increase your savings.
6/14/2017 - 11:00 AM to 12:00 PM	Are You Saving Enough?	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	Leavenworth Public Library East Room, 417 Spruce St	All Employees	Your contribution rate can have the biggest impact on your retirement income. Are you saving enough? In this course, a retirement counselor will discuss how to know how much you need to save, how to come up with the money to save and how to get started saving or increase your savings.

Date/Time	Course	Cost	Sponsor/Contact	Location	Audience	Description
6/14/2017 - 11:00 AM to 12:00 PM	Nearing Retirement	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	Bank Building - Conference Room (attendees will need to go through the parking garage doors and take the elevator to the 5th floor), 122 W Marlin	All Employees within 3 years of retirement	You're ready..but are your finances? In this course, a retirement specialist will discuss steps to consider with your KPERS 457 before retirement, income replacement and income needs at retirement and options for continuing benefits from KPERS 457 after retirement.
6/14/2017 - 11:30 AM to 12:30 PM	Are You Saving Enough?	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	Hutchinson Public Library Conference Room 2 901 N Main	All Employees	Your contribution rate can have the biggest impact on your retirement income. Are you saving enough? In this course, a retirement counselor will discuss how to know how much you need to save, how to come up with the money to save and how to get started saving or increase your savings.
6/14/2017 - 12:00 PM to 3:00 PM	The Road to Effective Communication	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	District 4 Headquarters, Chanute, KS	All Employees	This course is designed to give the participant an awareness of how they communicate with others, and how, with practice they can improve their communication skills.
6/14/2017 - 4:00 PM to 5:00 PM	Benefits of Enrolling in the KPERS 457	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	KPERS Boardroom, 611 S Kansas Ave	All Employees	In this course, a retirement counselor will discuss how KPERS 457 works, the benefits of participation and how you can get started.
6/14/2017 - 6:00 PM to 7:45 PM	Controlling Your Financial Future	$0*	KS Public Employees Retirement System (KPERS) 457 - **Click here to register**: Controlling Your Financial Future complete the online form, and click Register Now	Online **(Max. capacity is 50, to ensure availability please register)**	All Employees with more than 5 years until retirement	Your journey to retirement is unique. But to get on the right path, everyone should answer thee questions: where are you today?, where do you want to go? and how do you plan to get there? This interactive workshop will help you answer these questions while leaving ways to improve your financial future, manage your finances more effectively, prioritize your financial goals and apply wealth-building principles.

6/14/2017 - 6/15/2017 8:30 AM to 3:30 PM	Crystal Reports Writer Level 1	$270	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design, and the creation of presentation quality reports.
6/15/2017 - 8:30 AM to 11:30 AM	Expressing Yourself with Skill (Course Code: RVHR1504)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, Honeybee Room	All Employees	Though conflict is viewed by many individuals and organizations as something that should be avoided, conflict is a natural result of working together. The key to maintaining positive working relationships is using the conflict that occurs in a positive way. It is only when individuals are allowed to draw out and value different points of view and discuss them in an open atmosphere that conflict becomes a successful ingredient in the workplace. In order to do this, it is helpful for employees to learn about positive communication. This course provides associates and supervisors the tools to Express Yourself with Skill.
6/15/2017 - 10:00 AM to 11:00 AM	Are You Saving Enough?	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	KPERS Boardroom, 611 S Kansas Ave	All Employees	Your contribution rate can have the biggest impact on your retirement income. Are you saving enough? In this course, a retirement counselor will discuss how to know how much you need to save, how to come up with the money to save and how to get started saving or increase your savings.
6/15/2017 - 11:00 AM to 12:30 PM	Nearing Retirement	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	City Hall (Community Council Room), 200 E 9th St	All Employees within 3 years of retirement	You're ready..but are your finances? In this course, a retirement specialist will discuss steps to consider with your KPERS 457 before retirement, income replacement and income needs at retirement and options for continuing benefits from KPERS 457 after retirement.
6/15/2017 - 12:00 PM to 1:00 PM	Are You Saving Enough?	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	KPERS Boardroom, 611 S Kansas Ave	All Employees	Your contribution rate can have the biggest impact on your retirement income. Are you saving enough? In this course, a retirement counselor will discuss how to know how much you need to save, how to come up with the money to save and how to get started saving or increase your savings.
6/15/2017 - 6:00 PM to 7:00 PM	Nearing Retirement	$0*	KS Public Employees Retirement System (KPERS) 457 - **Click here to register**: Nearing Retirement complete the online form, and click Register Now	Online **(Max. capacity is 50, to ensure availability please register)**	All Employees within 3 years of retirement	You're ready..but are your finances? In this course, a retirement specialist will discuss steps to consider with your KPERS 457 before retirement, income replacement and income needs at retirement and options for continuing benefits from KPERS 457 after retirement.

6/16/2017 - 9:30 AM to 11:00 AM	Nearing Retirement	$0*	KS Public Employees Retirement System (KPERS) 457 - **Email** kpers457@kpers.org with your **name and date/location/time** you'd like to attend to register	Topeka Public Library (Marvin Auditorium) 1515 SW 10th Ave	All Employees within 3 years of retirement	You're ready..but are your finances? In this course, a retirement specialist will discuss steps to consider with your KPERS 457 before retirement, income replacement and income needs at retirement and options for continuing benefits from KPERS 457 after retirement.
6/21/2017 - 3:00 PM to 4:00 PM	Begin Accountable in Work and Life **Live Webinar**	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	In work and life, successful people avoid making excuses, and instead take responsibility for their actions. "It's not my fault," and "I can't believe they did this to me" exemplify that type of thinking that holds people back. We all think that way sometimes, and the key is to catch ourselves, look in the mirror, and turn that thinking around. This workshop defines what it means to be accountable, and offers some tips to help people build accountability into their own lives. **https://attendee.gotowebinar.com/register/4379915945347453443**
6/22/2017 - 8:30 AM to 11:30 AM	Gung Ho	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	District 1 Headquarters Conference Room, Topeka, KS	All Employees	This training module is designed to help learners focus on understanding the importance of inspiring others in the way they lead. This training should enable employees to have a clear understanding as to how they positively or negatively influence work environments and challenge themselves to seek out new ways of improving service delivery and quality service. Getting employees to care about their work is not always an easy task. Gung Ho provides three importance principles for motivating employees and increasing overall productivity.
6/22/2017 - 9:00 AM to 12:00 PM	Performance Management Process (PMP)	$0*	KS Department of Admin (KDoA) - **Jolene Flowers** at: Jolene.Flowers@ks.gov **Register online at:** https://www.surveymonkey.com/r/MRNL6CB	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee's issues could be addressed.
6/22/2017 - 12:30 PM to 4:00 PM	Getting on the Right Track	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	District 1 Headquarters Conference Room, Topeka, KS	All Employees	This course is available to KDOT managers, supervisors, lead workers and front line workers looking to develop their understanding as to why effective leadership is an important aspect of effective organization success.
6/27/2017 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders.

Date/Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
6/27/2016 and 6/28/2016 - 8:30 AM to 3:30 PM	Access 2016 Level 3	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower Sunflower Training Room	All Employees	Use SQL statements and examine them in Access, write SQL statements to create queries, and attach an SQL statement to a command button. Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria, and create action queries to add, delete, and modify data in tables and to create new tables. Create and run macros to automate tasks and attach macros to the events of database objects. Create data validation and data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros, and create macros to import and export database objects. Import Access objects into an active database from another Access database and from Excel, export objects from one active database to another Access database, export and import XML documents.
6/28/2017 - 8:30 AM to 3:30 PM	Word 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table Auto Format command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
6/29/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells and workbooks, define and apply cell and range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists and create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

July 2017 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
7/6/2017 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	KS Department of Transportation (ESOB)	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job and in the end will determine success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.
7/6/2017 - 7/7/2017 - 8:30 AM to 3:30 PM	Adobe Pro with Forms	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will create PDF documents, convert to different formats, customize settings, edit documents, add bookmarks, etc. They will create interactive forms, import and export form data and print and batch process PDF documents.

Date/Time	Course	Cost	Sponsor/Contact	Location	Audience	Description
7/7/2017 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Admin (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
7/10/2017- 7/14/2017 8:30 AM to 4:30 PM	Project Management Methodology I - Week 1 only	$575	Office of Information Technology Services (OITS) - **Sara Spinks** at: kito@ks.gov	2800 SW Topeka Blvd., Nickell Memorial Armory, Rm 166, Topeka, KS	IT Project Managers, IT Project Team Members	This intensive course focuses on ways participants can run projects faster and more effectively. Participants will learn how to successfully create, monitor and guide the project's scope and critical path. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. For certification as a Kansas IT Project Manager, the participant must complete PMM I, II, and III and successfully pass a final examination.
7/10/2017- 7/14/2017; 7/24/2017- 7/28/2017; 8/7/2017- 8/11/2017 8:30 AM to 4:30 PM each session	Project Management Methodology I-III	$1,655	Office of Information Technology Services (OITS) - **Sara Spinks** at: kito@ks.gov	2800 SW Topeka Blvd., Nickell Memorial Armory, Rm 166, Topeka, KS	IT Project Managers	This intensive course focuses on ways participants can run projects faster and more effectively. Participants will learn how to successfully create, monitor and guide the project's scope and critical path. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. For certification as a Kansas IT Project Manager, the participant must complete PMM I, II, and III and successfully pass a final examination.
7/12/2017 - 7/13/2017 - 8:30 AM to 3:30 AM	Access 2016 Level 1	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Organize data efficiently by using a database management system; start Access and open Access databases; and use the Help feature. Plan and create a database; use Datasheet view and Design view; and create tables and work in tables. Modify a table's design; use the Find feature and the spelling checker; and sort, filter, and delete records. Set field properties; create input masks; set validation rules; and create single and multiple-field indices. Create queries, and sort and filter the results; modify queries; and perform operations in queries. Create, modify, and work with forms; and use them to find, sort, and filter records. Create reports by using Auto Report, the Report Wizard, Design view, and queries; and modify and print report.
7/18/2017- 7/19/2017 8:30 AM to 4:30 PM	Leadership and Supervisory Issues	$0*	KS Department for Children & Families (DCF) - **Bill Griffiths** at: William.Griffiths@ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	New Supervisors to attend both days	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.

Date/Time	Course	Cost	Sponsor/Contact	Location	Audience	Description
7/18/2017 - 7/20/2017 - 8:30 AM to 3:30 PM	Crystal Reports Writer Level 2	$400	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This three day workshop is designed for experienced Crystal Report users. The intent of the course is to increase the design skills and expand into the expert features and powerful functionality of Crystal Reports. This workshop delves into the most complex techniques used for creating reports and solving reporting problems, as well as hands-on practice time with formula solutions.
7/20/2017 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	District 5, Headquarters, Hutchinson, KS	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.
7/25/2017 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will learn how to create and modify templates, build a custom slide master, and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art, and drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize and create toolbars, and create macros.
7/25/2017 - 11:00 AM to 12:00 PM **Live Webinar**	Developing Creativity	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	In today's increasingly competitive business climate, there is a need for continuous innovation and value added solutions. Individuals and organizations alike are discovering that new ideas have become the global currency of the future. Unfortunately though, as adults, we often limit our thinking and problem solving to fit known patterns and solutions by creating boundaries around our problems and circumstances. Enhancing our creativity can help us break through these boundaries. **https://attendee.gotowebinar.com/register/7526685238693557763**
7/26/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 3	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify; and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing and comparing large amounts of data; change PivotTable view by moving fields and by hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a format; and create a PivotChart to graphically display data from a PivotTable.Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
7/26/2017 - 12:30 PM to 2:30 PM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	District 4, Headquarters , Chanute, KS	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.
7/26/2017 - 7/27/2017 - 8:30 PM to 3:30 PM	Access 2016 Level 2	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Normalize tables, set table relationships, and implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields, and a combo box to a form.
7/27/2017 - 8:30 AM to 3:30 PM	Word 2016 Level 3	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will learn mail merge, create forms, work with and run macros. You will also create a master document, table of contents, footnotes, endnotes, and cross-references

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August 2017 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
8/1/2017 - 8:30 AM to 3:30 PM	Word 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.
8/2/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.

Date/Time	Course	Cost	Sponsor/Contact	Location	Audience	Description
8/2/2017 - 8:30 AM to 4:00 PM	Tools for Crucial Conversations	$0*	KS Department for Children & Families (DCF) - **Bill Griffiths** at: William.Griffiths@ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
8/4/2017 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Admin (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
8/9/2017 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders.
8/9/2017 - 8/10/2017 - 8:30 AM to 3:30 PM	ArcGIS	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	ArcGIS is used to build and maintain geospatial data using relational databases. In this class students will navigate the ArcCatalog, use custom toolbars, work with layers and symbology, create a geodatabase and create queries and joins. They will also use the data and layout views, coordinate system and work with measuring distance.
8/10/2017 - 8:30 AM to 3:30 PM	Office 2016 New Features	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This course takes users through the new features in MS Office 2016: Word, Excel, PowerPoint and Outlook.
8/10/2017 - 8:30 AM to 3:30 PM	Excel/Access 2016 Integration	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This is for students with Excel and Access experience. It is recommended that students in this class have taken at least Access Level Three and Excel Level One (or have equivalent experience). Knowledge of the normalization or design view of forms or macros is essential. Students in this class will learn how to prepare an Excel spreadsheet to integrate within Access, create action queries to separate the list into multiple tables and create a macro to automate the process.
8/20/2017 - 8/31/2017 - 8:30 AM to 3:30 PM	SQL Fundamentals	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This is a basic introduction to SQL. Students will learn about retrieving data from a table, using operators, functions, joins and subqueries. Upon class completion students will receive a certificate.

Date/Time	Course	Cost	Contact	Location	Audience	Description
8/22/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells and workbooks, define and apply cell and range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists and create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.
8/22/2017 - 11:00 AM to 12:00 PM	Being A Team Player	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	In today's work world, we often need to work in groups of people who have many differences, and yet are supposed to seamlessly form an effective team. We've all heard the term "teambuilding," and at one point or another most of us have gone through a teambuilding process, whether we know it or not. But what exactly is teambuilding and how can it be successfully used to help diverse groups work together more effectively? Understanding the main building blocks and development stages of teams can give any group of people the right tools to form a cohesive and productive group. **https://attendee.gotowebinar.com/register/7941154942876768515**
8/23/2017 - 8:30 AM to 3:30 PM	Word 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table Auto Format command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
8/23/2017 - 8/24/2017 - 8:30 AM to 3:30 PM	Access 2016 Level 3	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Use SQL statements and examine them in Access, write SQL statements to create queries, and attach an SQL statement to a command button. Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria, and create action queries to add, delete, and modify data in tables and to create new tables. Create and run macros to automate tasks and attach macros to the events of database objects. Create data validation and data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros, and create macros to import and export database objects. Import Access objects into an active database from another Access database and from Excel, export objects from one active database to another Access database, export and import XML documents.
8/24/2017 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. They will create groups, shortcuts and address books; customize email options, set alerts and use voting buttons. They will use and customize instant search of the Inbox, all folders, Contacts, Tasks and Calendar. Students will also use categories, Rules and Automatic Reply messages. They will use advanced methods of setting up, organizing and moving items within folders and sub-folders (including folder clean-up and deletion of folders). They will create, delete and use public folders and learn to post and delete items within public folders.

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
8/24/2017 - 9:00 AM to 12:00 PM	Performance Management Process (PMP)	$0*	KS Department of Admin (KDoA) - **Jolene Flowers** at: Jolene.Flowers@ks.gov **Register online at:** https://www.surveymonkey.com/r/MRNL6CB	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee's issues could be addressed.
8/28/2017 - 8/29/2017 - 8:30 AM to 3:30 PM	Access 2016 Level 1	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Organize data efficiently by using a database management system; start Access and open Access databases; and use the Help feature. Plan and create a database; use Datasheet view and Design view; and create tables and work in tables. Modify a table's design; use the Find feature and the spelling checker; and sort, filter, and delete records. Set field properties; create input masks; set validation rules; and create single and multiple-field indices. Create queries, and sort and filter the results; modify queries; and perform operations in queries. Create, modify, and work with forms; and use them to find, sort, and filter records. Create reports by using Auto Report, the Report Wizard, Design view, and queries; and modify and print report.
8/31/2017 - 8:30 AM to 4:00 PM	Building High Performance Teams	$0*	KS Department for Children & Families (DCF) - **Bill Griffiths** at: William.Griffiths@ks.gov	Landon State Office Bldg Conference Room 509	All Employees	To equip employees with knowledge and tools needed to build and support highly performing teams in the dynamic workplace of today.

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September 2017 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
9/1/2017 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Admin (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
9/6/2017 - 8:00 AM to 4:30 PM	PowerPoint 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This course teaches you how to create, modify, format, build, and run PowerPoint slide shows, as well as use WordArt, AutoShapes, ClipArt and graphic objects. You will learn about the PowerPoint toolbars, use the clipboard task pane, and create tables using tabs. You will also learn to use the Slide transition task pane.
9/6/2017 - 9/7/2017 - 8:30 AM to 3:30 PM	Access 2016 Level 2	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Normalize tables, set table relationships, and implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields, and a combo box to a form.

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
9/13/2017 - 8:30 AM to 3:30 PM	Word 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.
9/14/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.
9/20/2017 - 11:00 AM to 12:00 PM	Neuroplasticity: Mental Fitness for Optimal Brain Power	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	Hobbies of all sorts can help us to be mentally and physically healthier people for ourselves and our loved ones. By choosing to spend time on engaging activities that we truly enjoy, we are more likely to be the best version of ourselves. Too often we end up either just passing the time or prioritizing everyone else's needs above our own. **https://attendee.gotowebinar.com/register/3024719485602000387**
9/20/2017 - 9/21/2017 - 8:30 AM to 3:30 PM	Crystal Reports Writer Level 1	$270	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design, and the creation of presentation quality reports.
9/21/2017 - 8:30 AM to 12:00 PM	Learning to Lead	$0*	KS Department of Admin (KDoA) - **Jolene Flowers** at: Jolene.Flowers@ks.gov	Landon State Office Building Room 560, Topeka	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow and equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future, and discovering the personal values that influence your attitudes and behavior.
9/26/2017 - 9/28/2017 - 8:30 AM to 3:30 PM	Microstation	$170	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This is a basic level class for users to learn the tools associated with this engineering design software.

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

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October 2017 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
10/6/2017 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Admin (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
10/20/2017 - 8:30 AM to 3:30 PM	2017 Employment Law CLE Seminar	$170	KS Bar Association - **Nancy Burghart** at: nburghart@ksbar.org or (785) 861-8827 **Register online** at: http://www.ksbar.org/event/EmploymentLaw2017CLE	Kansas Law Center 1200 SW Harrison St Topeka, KS 66612	Human Resource Professionals	Topics for this seminar include Title VII & EEOC Priorities Nationwide, Section 1983 Claims & Free Speech cases, mediating Employment topics, Independent Contractors/Joint Employers, Immigration Law and Employment ethics.
10/25/2017 - 3:00 PM to 4:00 PM	Happiness: A Key to Life's Satisfaction	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	Why do some people seem happy and others just seem miserable all the time? Science suggests that each person has a range in their capacity to experience happiness and that range is different for each person. However, it is possible to live our lives in the upper end of that range if we apply ourselves and follow certain principles. There is no one key to happiness but a set of principles that are critical to follow. This training incorporates a brief happiness questionnaire, a description of the various factors associated with happiness and concludes with a substantive discussion of specific ways to increase your happiness potential. **https://attendee.gotowebinar.com/register/6100026020700807171**

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November 2017 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
11/3/2017 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Admin (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
11/15/2017 - 3:00 PM to 4:00 PM	Navigating Life's Big Decisions	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	When we're at a crossroads, we often face ambivalence regarding the direction we should take. Common life challenges include: Should I attend college and, if so, where? Should I get married? Do I want children? Should I move? Should I get a divorce? Some people are able to make decisions without being bogged down by uncertainty. They make them quickly and with minimal anxiety over whether or not they made the wrong choice. For others, these decisions are filled with angst and can leave them feeling stuck. This session will provide helpful strategies to get unstuck. We'll look at the purpose of ambivalence and how to move through it, along with tips for effective decision-making. By the end of this course, you will have a better grasp of how to navigate life's big decisions. **https://attendee.gotowebinar.com/register/2980002347700397059**

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

***Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

December 2017 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
12/1/2017 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Admin (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
12/21/2017 - 3:00 PM to 4:00 PM	Living Simply: Simplify Your Life	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	In today's digital age, people are exposed to a vast number of choices and opportunities in all facets of life; choices about what to read, watch, listen to or purchase. The result is that people often are more distracted, confused and stressed by the increasing complexity of consumer choices and online social media activities. This topic addresses ways of prioritizing and simplifying your life through adopting a "digital mindfulness" approach. **https://attendee.gotowebinar.com/register/449059621467041027**

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